**Terms of Reference**

**Consultant to Support Research, Administration and Portfolio Management in the Caribbean**

1. **BACKGROUND**

CAF is expanding its presence in the Caribbean to promote the integration project that has guided its vision of development in the region for more than 50 years. In this line, CAF is expecting to welcome more Caribbean countries as shareholders. Recently, the bank's formal name was updated to "CAF - Development Bank of Latin America and the Caribbean" and a major institutional step was taken in 2022 to strengthen its presence in the region with the establishment of the Caribbean Regional Management Office headquartered in Trinidad and Tobago. From this Office, CAF coordinates its work programme across its shareholder countries in the English-speaking Caribbean. CAF is currently implementing its strategic agenda based on green growth, economic recovery, the preservation of biodiversity, sustainable tourism, the modernization of infrastructures and the promotion of inclusive and sustainable growth.

CAF has an active portfolio of projects in Trinidad and Tobago and Barbados. CAF's portfolio in Trinidad and Tobago has doubled in the last five years, making CAF the leading multilateral partner for the country. In addition, CAF currently has 11 active Technical Cooperation projects, which require constant interaction with the beneficiary, Consultants and Technical Areas in CAF. CAF’s portfolio in Barbados is expected to grow significantly in the coming years with the recent signing of a capital increase agreement by the government of Barbados. CAF’s increased engagement with the rest of the Caribbean requires intense coordination between the Caribbean Regional Management Office and potential new partners from Caribbean countries.

1. **OBJECTIVE OF THE CONSULTANCY**

The main objective of the consultancy will be to support the production and delivery of information required by both the Caribbean Management Office and the Country Office in Trinidad and Tobago for the fulfillment of the objectives and strategic lines of CAF's agenda, and the development priorities articulated by the Governments.

1. **MAIN ACTIVITIES TO BE CARRIED OUT**

In order to achieve the objective, the consultant must:

1. Support the Caribbean Regional Management Office and Trinidad and Tobago Country Office with:

* the production of information and research
* administrative and technical processes related to the initiatives with potential new CAF partners.
* the management, administration and follow-up of Technical Cooperations.
* administrative matters related to the management and monitoring of credit operations.

1. Produce research on specific topics related to projects or programs under conceptualization or implementation by the Regional Management Office and the Country Office.

* Provide logistical and technical support in events and activities organized or in which the Regional Management and/or the Trinidad and Tobago Country Office are involved.

1. **REQUIRED PROFILE**

* University graduate with a Master's degree in Economics, International Relations, Business Administration or other similar careers.
* Previous work experience on development projects and/or with a multilateral institution will be considered an asset.
* A good understanding of the development issues, institutions and socio-economic dynamics in the Caribbean region.
* Excellent analytical and critical thinking skills
* Excellent written and oral communication skills.

Experience

* Advanced knowledge of Microsoft Office tools
* Knowledge of research tools
* General Knowledge in Development Economics
* Basic knowledge, management and evaluation of development projects.
* General knowledge of the protocol, regulations and institutions of the Caribbean Region.
* Good understanding of statistical concepts and information gathering.
* Desirable: knowledge of the SAP tool

Languages

* Native English Speaker
* Advanced Spanish or bilingual

1. **PLACE AND TIME OF SERVICE PROVISION**

The consultancy service will be provided at CAF's office in Trinidad and Tobago with the option to work in a hybrid manner in agreement with the supervisor. The consultancy service will have an execution period of one (1) year, counted from the date of signing the contract.

1. **DELIVERABLES**

The deliverables considered for the services correspond to:

* Deliverable 1. Work plan deliverable within the first three weeks of the start of duties.
* Deliverables 2 to 12. Monthly progress reports in accordance with the Work Plan.

To participate in this recruitment process, candidates shall send their CV and cover letter to [trinidadandtobago@caf.com](mailto:trinidadandtobago@caf.com), until November 27th, 2023.